

Planning a Multimedia Project

<i>Before you begin</i>	<ol style="list-style-type: none"> 1. Identify the audience before planning. Consider age level and size of group. 2. Choose a project appropriate to your level or subject matter. 3. Write an instructional goal for the multimedia project. 4. Decide what the subject matter is and what it is not. 5. Concentrate on creating a project with strong content rather than glitz.
<i>As you design</i>	<ol style="list-style-type: none"> 1. Prepare a detailed storyboard. Consider what appears on each screen, what media is needed, etc. 2. Consider the impact of text and graphics. 3. Consider the impact of any audio components. 4. Include methods to introduce the user to your show. 5. Make the show easy to navigate.
<i>As you execute the design</i>	<ol style="list-style-type: none"> 1. Organize the media into a single folder. 2. Consider design issues: <ul style="list-style-type: none"> • Limit font choices • Organize so that main ideas and organization are apparent • Use good design <ul style="list-style-type: none"> • Proximity: Group related items closer in proximity and separate those not related. Vary the space to indicate the closeness of the relationship.

	<ul style="list-style-type: none"> • Alignment: Align each object with the edge of some other object to unify the page. • Repetition: Look at repeating elements. See if it would work to make one of them stronger and use it repeatedly. • Contrast: Use contrast to call attention and add interest. Among the things that can add contrast are lines, colors, spatial relationships and type. <ol style="list-style-type: none"> 3. Plan on changing the presentation several times before it is “just right.” 4. Test early, test often, and listen to your reviewers. 5. When you are finished, check everything one more time.
<i>If students are creating the project</i>	Simplify the steps above, but try to help them understand why they should also follow these steps.